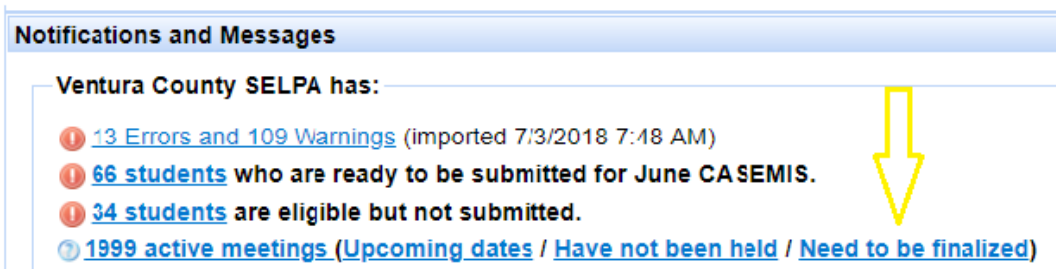# SIRAS News July 2018

IMPORTANT INFORMATION for <u>all users</u> in SIRAS

The grade change in SIRAS is planned for the evening of July 27th. In preparation, remember to finalize all meetings that have been held and won't be continued after July 27th. To find out which meetings have yet to be finalized, check the link on your home page (see screenshot) under *Notifications and Messages*. **Meetings left un-finalized will result in the student's record not advancing at the time of the summer rollover.** This means that the student's grade will not advance for the IEP in development, nor will Next Year's Data. If a meeting must be continued over the summer, CASEMIS staff will manually advance the grade once the meeting concludes and is finalized next school year.

If your students' school, services, providers or transportation will change for next year, edit/confirm **Next Year's Data** in SIRAS. To check data for an individual student, go to Student Info > Next Year's Data or for your entire student list, go to Reporting > Student Lists > Predefined Lists and select Next Year's Data.
If one service or provider is changing next year, <u>ALL services and providers will need to appear</u> in the field for Next Year, not just the one that will change. Next Year's Providers and/or Services *will replace Current Services* at the time of the SIRAS rollover/grade advance.

IMPORTANT Information for <u>CASEMIS Clerks/Special Ed. Secretaries</u> in SIRAS

School Holidays and Progress Reporting
Enter school holidays in excess of 5 days in Tools/SELPA-District-School Admin. Under the same tab in SIRAS, add Progress Report dates for the 2018-2019 school year, using the regular district report card dates. If there are different reporting periods within your district, narrow your focus using the school house icon to the specific school with different dates. Utilize the "Description" column to name each reporting period (quarter, trimester, semester, P1, Progress Report 1, etc.).

Staff Changes/SIRAS Accounts
If a SIRAS user has left your district, reassign the students to another service provider and block access to the SIRAS account. If your district has a new staff member who previously worked in our SELPA, the students from their previous caseload will need to be reassigned and inactive students removed before you add access to your district.

Upcoming SIRAS Trainings
SIRAS for Advanced Users: Training for Trainers is scheduled for August 14. Register on the SELPA website.
Beginner and *Intermediate for New Teachers/Case Managers* are scheduled in September and October. Registration is open on the SELPA website.
SAVE the DATE. The Fall *CASEMIS staff meeting* is scheduled for Monday, October 15, 8:30-3:30. Lunch will be provided for CASEMIS staff! *CALPADS and CASEMIS* will meet the same morning, 8:30-10:00. Registration information will be sent in September.

SIRAS News August 2018

IMPORTANT INFORMATION for all users in SIRAS

- Around the middle of this month, SIRAS will deploy a new web framework version which will allow improved future development. When the upgrade is deployed, the appearance and feel of buttons and menus may be a little different, but the function remains essentially the same. When this version upgrade occurs, please contact SIRAS immediately if it seems that a feature is not working, so we can review and quickly resolve the issue. Siras Systems appreciates your patience during this transition.
- Although you will be prompted to change your password every 365 days, get ahead of the new school year and change your password now! Go to Tools > My Account and click on Edit Account Details. Enter your new password, confirm and then click Update User Account.
- If you have forgotten your password over the summer, the Email Password Reset button appears if/when you type in the wrong password. Click on the button to have a password reset link emailed to you.
- Enter your student's scores on the SBAC, CAA and ELPAC from last school year into SIRAS. Go to the Student Info menu, select Special Ed. Profile/Assessment Info to enter scores and levels. Once you have entered the data for one student, move quickly through your caseload by using the green arrows on the main tool bar.
- Review your current student list in SIRAS. Use the 'Manage Caseload' button under the Student Info menu to request students to be added or removed from your caseload.

Notifications and Messages

Use the links on your home page to monitor your caseload.

- Review your students who have Active meetings, that have Upcoming dates, Have not been held and Need to be finalized. Students who have meetings that have not been finalized were not part of the grade advance/rollover that occurred on July 30th. Contact your CASEMIS staff if a student from the Need to be finalized link did not advance to their new grade this year.
- Review your students with Upcoming IEPs (due within the next 30 days) and EVALs (due within the next 75 days).

Notifications and Messages

Ventura County SELPA has:

- 12869 students who are ready to be submitted for December CASEMIS.
- 1955 active meetings (Upcoming dates / Have not been held / Need to be finalized) ⟵
- 3224 meetings with forms that need to be translated.
- 481 students with incomplete data or validation errors.
- 1910 students with pending referrals.
- 519 students with upcoming IEP, IFSP or EVAL dates as of today. ⟵
- 39 students with overdue IEP or EVAL dates as of today.
- 24 students whose initial evaluation date is more than 60 days since their parent consent date.
- 3 students age 16+ with incomplete or out of compliance transition goal (TRAN_REG) data.

Upcoming SIRAS Trainings

SIRAS for Advanced Users: Training for Trainers is scheduled for August 14. Register ASAP on the SELPA website.

Beginner and *Intermediate for New Teachers/Case Managers* are scheduled in September and October. Registration is open on the SELPA website.

SIRAS News September 2018

IMPORTANT INFORMATION for all users in SIRAS

The new framework deployed last month resulted in a few cool changes throughout SIRAS including in the Search function and on the Calendar. Explore the updated features and continue to report features that do not seem to work properly to support@sirassystems.com .

ELPAC Scores Update

- Your students' first set of scores from the Summative ELPAC (ELPAC-S) given last spring should be found in your student information system (Q, Aeries, Synergy, Infinite Campus). In addition to subtest scores for listening, speaking, reading, writing and an overall score, the score report includes an Oral Language and Written Language composite. As with CELDT, you will manually enter ELPAC scores in SIRAS into the Student Info/Special Ed. Profile/Assessment Info tab. This will populate the Present Levels and English Language Development pages which have been updated to accommodate scores for the new test. A sample score report that parents received at home is under this link for your reference. The report explains how test performance is related the indicator or English proficiency (Emerging, Expanding and Bridging).
- If your student recently enrolled and has been given the Initial ELPAC (ELPAC-I), be sure to indicate the scores are for ELPAC-I.   The initial ELPAC will generate oral and written language composites and an overall score, but will not result in subtest scores for listening, speaking, reading and writing.
- Scores for students who took the VCCALPS should also be entered into the Assessment info tab, so that they will be on the Present Levels and English Language Development pages when you draft the next IEP.
- Updates to the Worksheet for Reclassification that reflect ELPAC and the most recent guidance for reclassification from the CDE will be deployed in September.

Enter your student's scores on the SBAC/CAA and ELPAC/VCCALPS into SIRAS all at once.   Go to the Student Info menu, select Special Ed. Profile/Assessment Info to enter scores and levels. Once you have entered the data for one student, move quickly through your caseload by using the green arrows on the main tool bar.

IMPORTANT INFORMATION for CASEMIS Clerks/Sp. Ed. Secretaries in SIRAS

- Go to Tools/SELPA/District/School Admin to enter your district/school progress report dates in SIRAS to match the regular report card dates. This will promote consistent progress reporting and benchmark dates for IEPs that have Goals and Benchmarks.
- Search Case Manager /provider information = blank. Assign students to a case manager.
- Search Predefined Queries for Upcoming +Unscheduled and Overdue + Unscheduled IEPs.
- Exit students who were reported as active in June and did not return to school with an exit date of 7/1/18 and exit reason of moved and known to be continuing in SIRAS. Detailed exit information should be entered into the Student Info/Student Profile/Notes area.
- Export active students the first week of October (CALPADS census count) by going to Tools/Data Export and click on Table A- Current Records. Click Start Process - Generate Export.
- NEW: The submit button is currently inactivated and under revision. There will no longer be a need to submit records unless an IEP meeting has been held, except for when students are exited (not resulting from a meeting). Meetings will soon be submitted/archived in the Forms Manager.

IMPORTANT INFORMATION for <u>all users</u> in SIRAS

- This year, the grade level we have used for our post-secondary aged students called 'ungraded secondary' was discontinued in the student information systems (Q, Synergy, Aeries). All students in their fourth year of high school and beyond are now considered to be 12th graders. Students in grade 12 who have not yet taken the CAST or CAA Science will be flagged for science testing and the CAASPP page in SIRAS will be required. 12th graders who have already been tested in Science can be marked as out of the testing group on the CAASPP page for the science test. For 12th graders who have not tested in Science, indicate the supports and accommodations that align with the student's classroom accommodations on the CAASPP page for the science test. Follow-up with your district SPED Director/Program Specialist for their recommendation about talking points at the IEP meeting and with families.

### CASEMIS to CALPADS Transition (C2C) Notes for IEP Staff

- SIRAS has begun making changes to support the transition from the CASEMIS state reporting program to the new State CALPADS reporting requirements. Many changes over the next two years will be gradual and behind the scenes. Siras Systems appreciates your patience as these changes are made and will continue to keep you informed along the way via the SIRAS Newsletter.
- The new reporting method for IEP meetings in CALPADS has been deemed, 'transactional.' The meeting process itself will generate records for State reporting. In the past, meeting data was archived when the meeting was held/finalized and later submitted with all other meetings held since the previous meeting date. The necessity to indicate a meeting has been held and finalized in a timely manner will be emphasized to prevent having meetings open indefinitely or mis-reported. Once held, it is best practice that meetings are finalized within 24-48 hours and If a meeting cannot be finalized within two weeks of being held, communicate with your district SPED Director/Program Specialist for your next steps.

IMPORTANT INFORMATION for <u>CASEMIS Clerks</u> in SIRAS

- Go to Tools/SELPA/District/School Admin to enter your district/school progress report dates in SIRAS to match the regular report card dates. This will promote consistent progress reporting and benchmark dates for IEPs that have Goals and Benchmarks. If schools within the district have different Progress Report dates, change the focus to that specific school using the little school house icon prior to entering the Progress Report dates.

CASEMIS to CALPADS Transition (C2C) Notes for CASEMIS Staff

- As SIRAS undergoes changes due to the C2C transition, please forward your questions/concerns about things that do not seem to work as they should to SIRAS.
- This month, the submit button was re-activated, however, there will no longer be a need to submit every record from the MIS Summary page. Records will now be automatically captured (and submitted) through the IEP process and we will only need to manually submit records on the MIS Summary page when the student is exited outside of the IEP process. For student records where meetings will not occur during the current reporting period, SIRAS will automatically roll previously submitted data over for the new reporting period.
- There is now only one Overdue/Delay Reason field instead of four. After a meeting has been held and a delay reason is required for CASEMIS, there will be a warning on the MIS prompting you to indicate the reason for delay. The MIS may prompt you to enter a reason prior to holding a meeting for a new enrollee who entered with an overdue. Wait for the MIS to prompt you and enter a reason after the meeting has been held.
- Last month, the referral information data fields were consolidated. With that change, there is no longer a need to change the plan type prior to creating an initial IEP for a student transitioning from Early Start. The case manager can initiate the meeting by choosing Initial Evaluation from the meeting purpose menu and clicking on the **Reset referral data and begin new Initial Evaluation** button. This will automatically reset the referral information and generate the new meeting.
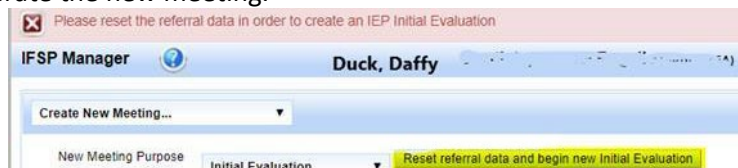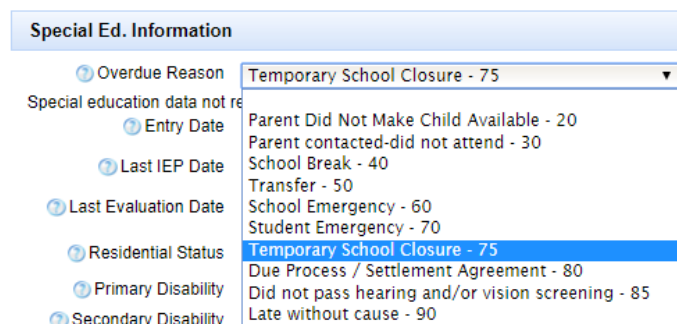
IMPORTANT Information for CASEMIS Clerks in SIRAS

December 1st Reporting

The submission will capture **all students** who were active in Special Ed. on IEP, ISP or IFSP on 12/1/2018 or were referred, but the IEP meeting has not been completed- pending. Since 12/1 falls on a Saturday this year, 11/30/2018 is the CASEMIS "deadline." The actual deadline to turn in Dec. 1 data is scheduled for a few weeks after December 1, so it is ok to finish creating/fixing data for the 12/1 report after 11/30.

CASEMIS Errors and Warnings Errors and Warnings found by SIRAS based on current data are posted. Auto submit will happen around 12/1. Once Errors and Warnings have been resolved on the MIS Summary page, submit the new information. **Review IEPs and EVALs due on or before November 30.** Recently held Annuals/Tris will update the MIS when marked as held. This will prevent unnecessary DINCs. Go to Reporting > Compliance Reports to confirm errors and warnings have been addressed.

Review **overdue IEPs/EVALs and the reasons**, if any. Currently, the reason of Transfer (50), used for students who enrolled less than 30 days prior to the IEP due date or for students who arrived with IEPs out of compliance, is not available for IEPs/EVALs. For now, the reason can be left blank. The CDE stated that would be remedied for 12/1. Please note the enrollment date in SIRAS and leave meeting without a reason until final review with SELPA, at which time it is hoped the CDE has resolved the issue.

- If the meeting was late due to a school closure related to the fires in CA, the reason of Temporary School Closure (75) may be used. Make sure to document the exact dates the school was closed (non-student days) in the calendar in SIRAS for your documentation.
- If due process proceedings or a settlement agreement was the reason for the delay, you many use the new reason Due Process/Settlement Agreement (80).
- If the reason the meeting was delayed does not fit one of the menu options, Late Without Cause (90) must be entered. If the LEA feels that the reason for delay is not Late Without Cause, the reason will have to be submitted later, when the LEA reports corrective actions for DINC.

DRDP Search for **DRDP Eligible** students and DRDPs not started from the Search button > Predefined Queries. DRDP data must be entered into SIRAS by December 21.

CASEMIS to CALPADS Transition (C2C) Update from Siras Systems

Siras Systems is a regular member of the C2C Vendor Committee meetings at the California Department of Education (CDE). This year was about making the major IEP data modifications from student-focused to meeting-focused data. This involves converting IEP data into a new modified format and reporting to the CDE Portal in the old way. The major conversion was over summer and recently completed without downtime during regular business hours. Please review and overview from Siras Systems and change details in the SIRAS C2C Newsletter for more information.

UPCOMING Changes to SIRAS

- Over the Winter Break, changes will be made to the Goals Developer that will eliminate the Archive and Advancing process, streamlining the final progress reporting and goal development. The IEP Goals form will pull goals from the Next IEP Goals tab rather than the Current Goals tab and move the Next Goals to the Current tab when the meeting is finalized.

IMPORTANT Information for all users in SIRAS

- CDE posted 2018-2019 ELPAC resources and CAASPP supports. Changes to the Universal Tools, Designated Supports and Accommodations are reflected on the Student Info/Special Ed Profile/Assessments tab and on the ELD and CAASPP IEP pages. Follow the same protocol for making changes to testing UDAs for ELPAC that have been used for changes to CAASPP. Search for students who have a support on their last IEP that is no longer available and removed in SIRAS using the search below.

- For students whose last IEP had a support that is no longer offered or has moved to another category of support, remove the outdated support beginning with 'X_DEP'. Look through the menu of supports to add in a new or similar support. To edit information, select a student and go to the Student Info menu > Special Ed Profile > Assessment Info. ELPAC and CAASPP data entered/edited in the tab will need to be changed officially by holding an IEP meeting. An IEP must be held to add accommodations or change supports (including removing a deprecated support) prior to testing. This can be done via an addendum/amendment/other review/annual or triennial. Consult with your director/ program specialist for their guidance about the meeting type they prefer in these cases.

Changes to the MIS Summary: The layout of the MIS Summary page has changed making it more user friendly.

- Plan type has moved from the referral information area and is now located in the Special Education section of the MIS Summary.
- There is now an area below the Last Evaluation date to enter a date for Private School Follow-ups. This will appear for students with a Plan Type 700 'Eligible- No IEP- parent placed in prvt. school' or 'Transition from IEP to ISP' or Plan Type 800 'Eligible- No IEP- other reason'. Use this area to record the date of the most recent Notice to Parents (or Private School PWN), which is sent annually until the next triennial. Refer to the SELPA's Private School Procedures on the SELPA website for more detail information.
- The **12/1/18 CASEMIS** data submission captures **all students** who were active in Special Education on IEP, ISP or IFSP on that date and students who have been referred, and parent consent received for the assessment, but the IEP meeting has not been completed (pending). The SELPA will submit the 12/1/18 report a few weeks after 12/1, so it is ok to finish creating/fixing data after 12/1. All IEP meetings that occurred (and have been concluded) on or prior to 11/30/18 should be finalized and sent to the district office for submission for the 12/1 CASEMIS count. Each case manager should resolve errors prior to leaving for the winter break. Use the link to CASEMIS Errors and Warnings is on your Homepage screen/Notifications and Messages.


1 Errors and 0 Warnings (imported 12/4/2018 7:32 AM)

- **DRDP is due in SIRAS by December 21.** The Infant DRDP can be archived for students who transition to Preschool after they have been assessed. Click on **edit** on the DRDP interface. No need to re-assess as a preschooler.
- Customer support is only an email or phone call away. Email support 24 / 7 or call 1-844-33-SIRAS or 1-844-337-4727, Monday- Friday (8am - 6pm).

IMPORTANT INFORMATION for <u>all users</u> in SIRAS

Goals In Development is a new tab in the Goals Developer, replacing Next IEP Goals and the Archive and Advance procedure. Goals can now be developed either in the goals form or in the Goals Developer using the **Goals In Development** tab. The goals from the **Goals In Development** tab will appear in the Goals form and vice versa. Goals in this tab can be developed prior to opening a new meeting, as you were able to in the Next IEP Goals tab. The next time you develop an IEP and open the goals form, the goals from **Goals In Development** will be populated on the goals form. After the IEP is finalized, the goals will move automatically to the **Current IEP** goals tab and Current Progress Report.

This new process eliminates the need to Archive and Advance, but you will still need to mark whether or not the old goals were met/not met and print the progress report. There is a new link in the IEP Manager [for annuals, triennials and review (30-day)] to the **Current Progress Report,** located above the list of forms, as a reminder to complete the last progress report and print prior to the meeting. You will no longer be able to finalize the meeting without completing the final progress report.

Sometimes there is a need to add or modify **Current Goals** during an Addendum/Amendment or Other Review. To add or modify current goals in this case, you are now able to do this directly on the goals form or from the **Current Goals** tab.
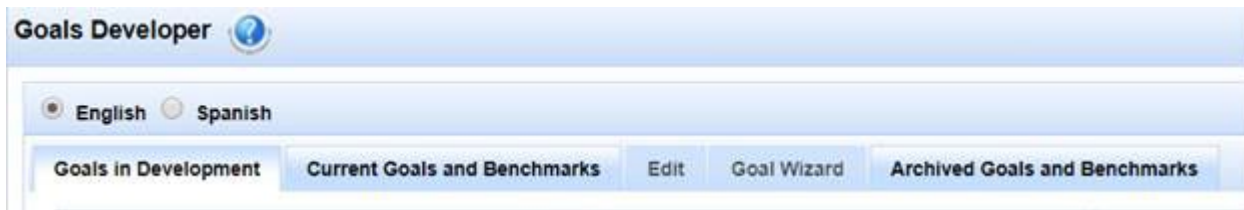
Enhancements to Service Log: Improvements to the Service Logs make it easier to navigate and create a new group of students. A new Search window within the service log enables the Admin user to locate service logs for a found set of students, by date, service, type of service and session delivery model. The search button has been moved to the right, making it more obvious how to perform searches and acquire archived logs. Search for services by the month since the last meeting, compare to the expected minutes per the IEP and view the balance in parentheses. Click the new button labeled "Generate Service Minutes Report" and the print button for professional service log reports. Siras Systems is developing a column for year-to-date service total.

Service Code	Expected Monthly Minutes (from Service Data)	Month of 8/20/2018	Month of 9/20/2018	Month of 10/20/2018	Month of 11/20/2018	Month of 12/20/2018
Specialized Academic Instruction - 330	980	0 (-980)	0 (-980)	0 (-980)	0 (-980)	0 (-980)
Occupational therapy - 450	20	140 (120)	0 (-20)	60 (40)	105 (85)	0 (-20)
Speech and Language - 415	480	240 (-240)	375 (-105)	450 (-30)	570 (90)	120 (-360)
Individual counseling - 510	135	60 (-75)	165 (30)	105 (-30)	180 (45)	0 (-135)
ERMHS – Social Work Services - 525	45	165 (120)	30 (-15)	105 (60)	30 (-15)	0 (-45)

<u>Service Delivered</u> will allow you to select goal(s) and to enter full progress including Accuracy, Consistency, Comments, Notes the slide bar that allows you to plot the accuracy in the service log progress graph.
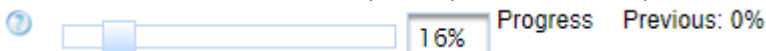
<u>Service Delivered w/o Progress Rpt</u>**.** will allow you to select goal(s) and add optional Notes. This option does not include any reporting requirements concerning the progress of the goal and ideal for logging SAI (Resource/pull-out/transition).

<u>All other Type of Service options</u> includes Attendance and optional Notes only.

<u>After you Finalize</u> the open Annual or Triennial IEP, the service logs will auto archive making way for the logs

Get Ready for CAASPP testing: This is a great time to start reviewing your CAASPP data in SIRAS and to schedule IEPs needed to make necessary changes prior to the data export to TOMS. See the <u>TOMS Export Help Sheet</u>.

IMPORTANT Information for all users in SIRAS

Goals Developer Update: NEW Goals in Development

- Develop all new goals for developing IEPs are to be done in the **Goals in Development** tab under Student Info > Goal Developer.
- Before holding each annual and triennial meeting, address the **Current Goals** by completing the last progress report indicating met or not met. Print the progress report for parents and discussion at the IEP meeting.
- Changes to goals via Addendums/Other Reviews/Amendments are to be made in the **Current Goals** tab in the Goal Developer.
- After developing the goals in the Goals in Development tab in the Goal Developer, be sure to open the Goal page in the IEP Manager and fill out the additional goal questions that exist on the form.
- In March, Siras Systems will be removing the 'Move to:' fields on in the Goals Developer to prevent users from erroneously moving goals to the wrong tab. CASEMIS Clerks will still have access to the 'Move to:' fields.

Progress Report design change

- The Progress Report has been changed to allow for flexibility with the layout and result in more professional looking Progress Reports.

MIS Summary Page Overdue Notices

- The MIS Summary page is a data sheet with built-in compliance checks for future reporting, **as of the next reporting date** (6/30).
- If a student record is showing as overdue for admin users reviewing the MIS Summary page, the IEP is most likely showing overdue as of 6/30/2019 (next reporting date deadline); not as of today.
- To find what is overdue or upcoming **as of today**, use the compliance links found for all users on the Home Page. Admin users monitor whether meetings are scheduled for upcoming meetings and finalizing meetings that have already been held. The previous emphasis on submitting record can be ignored for now as we will be auto-submitting records closer to the June reporting date.

GoalWizard: New goals stems

- A small team of experts in mathematics and special education have broken down the eight Common Core Math Practices and categories into sequential behavior stems which are now available in the GoalWizard. The new stems provide more options within goal writing for mathematics that encompass the concepts and mindsets essential to math reasoning and problem solving.
- A team of Occupational Therapists (OTs) recategorized and revised existing stems from the Fine Motor, Gross Motor, Self-help/Domestic and Preschool Foundations categories and wrote some new goal stems. The new categories are called OT Fine Motor, OT Gross Motor, OT Sensory, OT Pre-Writing, OT Writing, OT Visual Motor, OT Self-care/Independent Living. Next month, the new goal stems will be added to the goal bank.

IMPORTANT Information for <u>CASEMIS Clerks</u> in SIRAS

DRDP:
In June, SIRAS will collect DRDP data at the SELPA level as always, but will be uploading it directly to DRACCESS instead of to the CDE. Next year, the data may be sent through an API or with a file transfer that has yet to be determined. DRDP is due in SIRAS by 5/31/19.

June 30th Reporting:
The data set will capture **all students** who were:
- ❖ Active in Special Ed. on IEP, ISP or IFSP on that date.
- ❖ Exited this year on or after 7/1/18, and up to 6/30/2019.
- ❖ Did not qualify at the initial during the reporting period.
- ❖ Found eligible, but not on IEP or ISP.
- ❖ Parent consent and pending the completion of the initial IEP meeting scheduled after 6/30/19.

Since 6/30 falls on a Sunday this year, 6/28/19 is the CASEMIS "deadline."   The actual deadline to turn in June 30 data is scheduled a few weeks after June 30, so there is time to finish creating/fixing data for the 6/30 report after 6/28. Although we are in the middle of the transition to reporting in CALPADS, we will follow the same procedures for the June data submission as in years past. <u>June 30, 2019 is the last official reporting period in CASEMIS before we move to CALPADS.</u>

SIS Integration (Aeries update):
Siras Systems is moving forward with integrating districts that use Aeries since the SIRAS programming to connect with the SIS has been completed. Aeries districts that have been able to provide SIRAS with demographic files can follow up with Brian to determine what else needs to be done. The district can export the "CALPADS Student - Current Records" file from Tools/Data Export in SIRAS and then upload that file, along with CALPADS files at https://shapemydistrict.com/ This website will then let districts know if data anomalies are found in the data between SIRAS and Student Information Systems.

CASEMIS to CALPADS Transition (C2C):
The API needed to support the data transfer beginning next year is ready! The CDE will be releasing the documentation shortly. Siras Systems will be working diligently to test and prepare for the transition over Summer. Siras Systems plans to have a test database ready to demo for trainings in July.

C2C SIRAS - CDE Training:
CDE requested training dates with Siras Systems to review what District Special Ed. staff need to know when they will be logging into CALPADS to certify Special Ed. data at the LEA Level next fall. The training will be with both CDE and SIRAS staff covering the yet to be developed user interfaces that staff will see in both systems. Ventura County SELPA will host this training for us and nearby SELPAs who use SIRAS on **July 2, 2019**. There is capacity to allow 2 staff persons per LEA. Ideally, this is for the primary District CASEMIS person who will be evolving into the District CASEMIS/CALPADS staff person and one other staff member, such as the CALPADS certifier. More details on registration to follow.

CASEMIS and CALPADS Spring Training Meeting:
Our next CASEMIS/CALPADS staff meeting is scheduled for **May 9, 2019**. Registration information has been sent via email. Contact the SELPA to register.

Created by SIRAS 3/22/19

IMPORTANT INFORMATION for all users in SIRAS

The 'Move to:' fields on in the Goals Developer have been removed to prevent users from erroneously moving goals to the wrong tab. CASEMIS Clerks still have access to the 'Move to:' fields.

Get ready for June! 6/30/19 is the CASEMIS "deadline." The data set will capture **all students** who were:

❖ Active in Special Ed. on IEP, ISP or IFSP on that date.
❖ Exited this year on or after 7/1/18, and up to 6/30/2019.
❖ Did not qualify at the initial during the reporting period.
❖ Found eligible, but not on IEP or ISP.
❖ Parent consent and pending the completion of the initial IEP meeting scheduled after 6/30/19.

Review your caseload using the Notifications and Messages on your homepage. Locate students who have active meetings and need to be finalized and those who have upcoming IEPs left this school year. Once your IEP meetings have been finalized, promptly send the original IEP, notices, signed assessment plans, assessment reports, excusals and other signed documents to your district office CASEMIS staff.

IMPORTANT Information for CASEMIS Clerks/Special Ed. Secretaries in SIRAS

CASEMIS to CALPADS (C2C) Update: Beginning with the CALPADS Fall 1 reporting date (first week in October), the LEAs will submit their special education data directly to CALPADS from SIRAS using direct data transfer, an Application Program Interface (API). The data transfer process will review the data and locate reporting errors for LEAs to correct before accepted in CALPADS. Additionally, the Overdue Delay Matrix has been updated by the CDE and in SIRAS.

Spring DRDP: All infants and preschoolers who have begun SPED services before March 1 (in any district), both enrolled with you at the time we turn in DRDP and students who have exited SPED, will need to have a DRDP. *DRDP data must be entered into SIRAS by May 31st* for all DRDP eligible students. DRDP help found under this link.

Post-secondary outcome surveys for 2019 have been delayed due to changes in the data model. The new survey and instructions will be sent as soon as they are ready.

Our next **CASEMIS/CALPADS staff meeting** is scheduled for May 9, 2019. Registration information has been sent via email. The CDE's **Spring CASEMIS Roadshow** will be hosted by the Ventura County SELPA on May 20, 2019.

UPDATES to Existing Features in SIRAS

Progress Report: The Overall Comments at the bottom of the Progress Report will now be archived with the rest of the Progress report upon Finalizing the IEP meeting. With that change, the Overall Comments section has a new notepaper look to it. The Archived Progress reports and Overall Comments are now delineated and printable by IEP date

Manage Caseload: If you use the Manage Caseload feature to request that a student be removed, you are now required to enter a reason for your request.
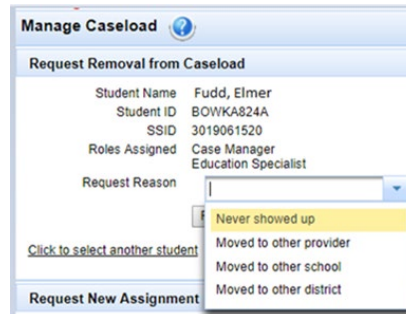
Choose Student List: There is a new header option in the 4th column which will allow you to more easily view active meeting dates. Right-click on the field header that normally has 'Last Modified' and select 'Meeting Date.' Select the column header again and sort the student list by arranged meeting date. As a reminder, the 3rd column (Student ID) can also be changed to your preference. The column header(s) will be saved with your selection when you log out and appear at the top of the column next time you log in.
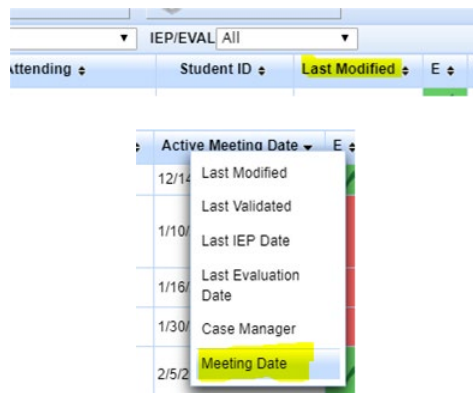
IMPORTANT Information for all users in SIRAS

Notifications and Messages: As we approach the end of the school year, remember to **finalize all meetings that have been held**. To find out which meetings have yet to be finalized, check the link on your home page under *Notifications and Messages*.

IMPORTANT Information for CASEMIS Clerks in SIRAS

Post-secondary outcome surveys for 2019are ready to print and mail. The data from the returned surveys must be entered into SIRAS for the June 30 data submission. There are changes this year as to how to enter the responses in SIRAS. Please refer to the Post-Secondary Help sheet.
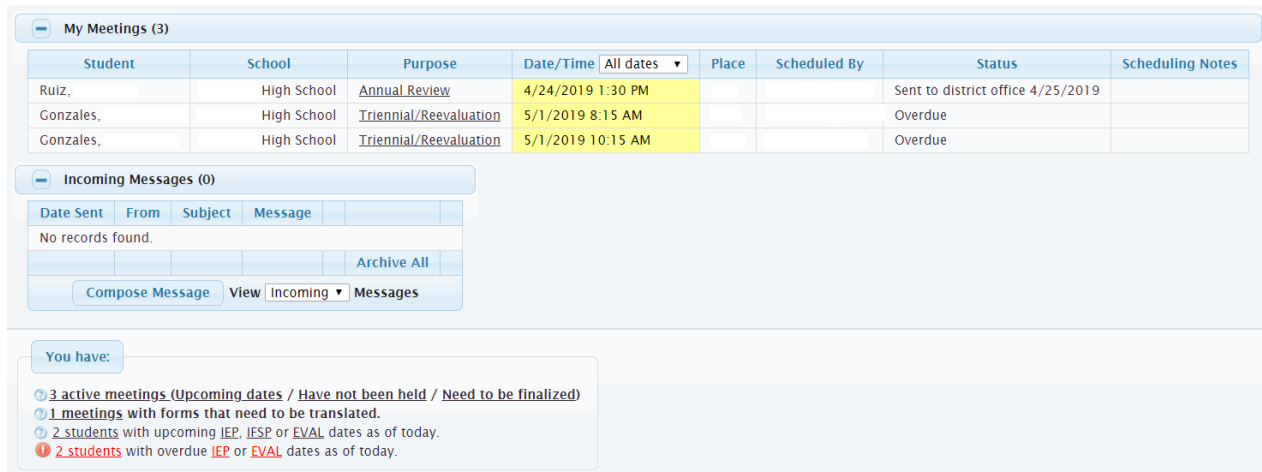
C2C SIRAS - CDE Training: CDE and SIRAS will facilitate a training to explain and demonstrate what District Special Ed. staff need to know when they will be logging into CALPADS to certify Special Ed. data at the LEA Level next fall/October The training is scheduled for **July 2, 2019** at **Ventura County Office of Education.** Due to the summer training, the CDE cancelled the CASEMIS Roadshow that was scheduled for May 20th.

CASEMIS and CALPADS Spring Training Meeting: Our next CASEMIS/CALPADS staff meeting is scheduled for **May 9, 2019**. Registration information has been sent via email. Contact the SELPA to register.

UPDATES to Existing Features in SIRAS

Home Page Re-Design

- The SIRAS Home page has been re-designed with a focus on open meetings. For SIRAS to acquire meeting data from the developed IEP forms in the IEP Manager all meetings must be 1) Held and then 2) Finalized. Notices upon login at the top of your Home page will let you know how many open meetings have yet to be finalized and require urgent action. 'My Meetings' shows active meetings and 'Incoming Messages' followed by notifications of upcoming and overdue meetings (see screenshot).

- In addition, admin users see 'My Transfers' and 'Assignment Requests.' Use (+) to expand and (-) to minimize your view of each list.

- These changes will make the Home Page more effective in prioritizing needed activity during your session in SIRAS.

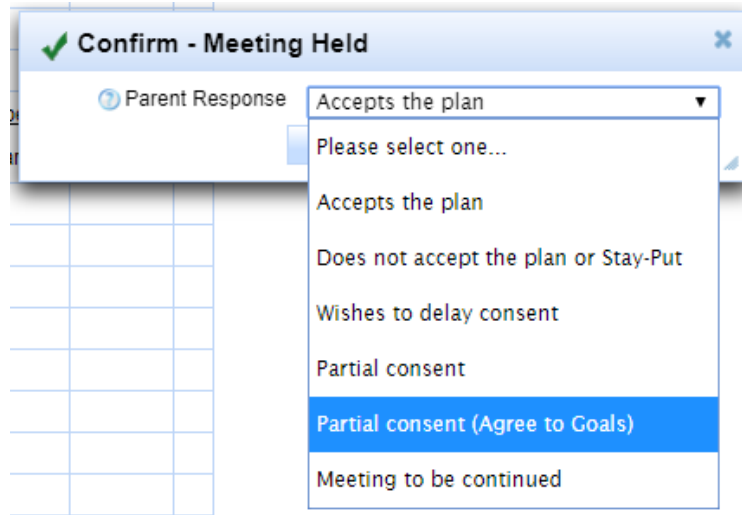## IMPORTANT Information for <u>all users</u> in SIRAS

- With the help of the new Home Page design, as we approach the end of the school year remember to **finalize all meetings that have been held.** <u>**Meetings left un-finalized will result in the student's record not advancing at the time of the summer rollover.**</u> If a meeting has been left open due to parent disagreement or an extended delay of parent consent, refer to the Parent Response and Disagreements Help Sheet. If you have questions or are unsure about a situation, contact your district administrator now so that these meetings can be resolved before leaving for summer break. If you think an IEP meeting will need to be continued over the summer, contact your district administrator. Meetings left unfinalized over the summer, will result in the CASEMIS clerk needing to manually advance the student's grade once the meeting concludes and is finalized next school year.
- The **June 30 CASEMIS** data pull is fast approaching. Refer to Errors and Warnings on your home page and on the MIS Summary page to alert you to compliance concerns. If you are unsure how to resolve Errors and Warnings, contact your CASEMIS staff for assistance before you leave for summer.
- **Reminder for May:** Do not to use the back arrow on the browser; doing so can cause you to get "kicked out" of the program and you may lose most recent work. Instead, use the 'Return to…' arrows located to the right of the SIRAS logo.

IMPORTANT Information for <u>CASEMIS Clerks</u> in SIRAS

- The CDE and SIRAS have planned a training on the manual upload procedure that will be in place for the 2019-2020 school year. The CDE notified SIRAS that the training originally scheduled for July 2 will now be rescheduled for August. New date TBD. The Fall CASEMIS_ CALPADS training meeting is scheduled for September 16th. The Fall Reporting Period will open October 2, 2019. Fall submission approvals will be due for LEAs in December 2019.

UPDATES to Existing Features in SIRAS

- A new Parent Response has been added called '**Partial consent (Agree to goals)**'. This will allow the meeting date to move to the MIS Summary page and the goals to be automatically Advanced and Archived. All other CASEMIS related meeting agreements will have to be updated by an Admin user by unlocking the MIS Summary page and updating the agreed items. Then the MIS Summary page would need to be Validated and Submitted.

- Many staff upload the signed Medi-Cal Permission form. A new category descriptor called Medi-Cal Permission has been added to Uploaded Documents.
- There is a new provider role in SIRAS for 'Orthopedic Impairment Specialist.' If this is your role in the IEP, the CASEMIS clerk or Admin 1 user may change your designation, so that the team can clearly see your role as the OI Specialist vs. other roles you may hold.

IMPORTANT Information for all users in SIRAS

- As we approach the end of the school year, remember to **finalize all meetings that have been held**. **Meetings left un-finalized will result in the student's record not advancing at the time of the summer rollover.** If a meeting has been left open due to parent disagreement or an extended delay of parent consent, refer to the Parent Response and Disagreements Help Sheet. If you have questions or are unsure about a situation, contact your district administrator now so that these meetings can be resolved before leaving for summer break. If you think an IEP meeting will need to be continued over the summer, contact your district administrator.   Meetings left unfinalized over the summer, will result in the CASEMIS clerk needing to manually advance the student's grade once the meeting concludes and is finalized next school year.
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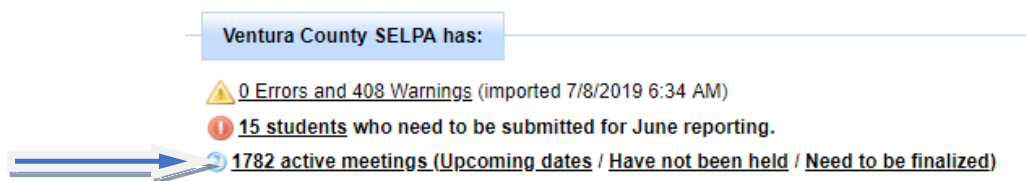## IMPORTANT Information for CASEMIS Clerks in SIRAS

Upcoming Meetings: The CDE-SIRAS training is scheduled for August 9th and the Fall CASEMIS & CALPADS training meeting is scheduled for September 16th. Both meetings will be held at VCOE.

On behalf of the SELPA, thank you for all that you do. Have a great summer!

IMPORTANT INFORMATION for all users in SIRAS

- During the months of July and August, SIRAS will be undergoing internal alterations to make the system compliant to the new CALPADS-CASEMIS standards. During this time, you may encounter bugs related to these alterations. If you something does not work as expected, please email us at SIRAS Support. Please include details about what you were doing in SIRAS when you encountered the bug, so that we can replicate and remedy the situation. Please include a student ID# if it is related to a student record. A screenshot will also be helpful. Siras Systems will make every effort to make this transition as seamless as possible. We appreciate your patience during this phase of the CALPADS-CASEMIS integration.

- The grade change (summer rollover) in SIRAS is planned for the evening of July 26th. In preparation, remember to finalize all meetings that have been held and won't be continued after July 26th. To find out which meetings have yet to be finalized, check the link on your home page (see screenshot). **All active meetings will result in the student's record not advancing at the time of the summer rollover.** This means that the student's grade will not advance for the IEP in development, nor will Next Year's Data. If a meeting must be continued over the summer, CASEMIS staff will manually advance the grade beginning July 29th.

Ventura County SELPA has:

⚠ 0 Errors and 408 Warnings (imported 7/8/2019 6:34 AM)

🛇 15 students who need to be submitted for June reporting.

➜ 🕐 1782 active meetings (Upcoming dates / Have not been held / Need to be finalized)

- If your students' school, services, providers or transportation will change for next year, edit/confirm **Next Year's Data** in SIRAS **now.** To check data for an individual student, go to Student Info > Next Year's Data or for your entire student list, go to Reporting > Student Lists > Predefined Lists and select Next Year's Data. If one service or provider is changing next year, ALL services and providers will need to appear in the field for Next Year, not just the one that will change. Next Year's Providers and/or Services *will replace Current Services* at the time of the SIRAS rollover/grade advance. Please be sure Next Year's Providers and/or Services are complete sets of what will be needed for fall, not incremental additions.

IMPORTANT Information for CASEMIS Clerks in SIRAS

- **School Holidays and Progress Reporting**
  Enter school holidays in excess of 5 days in Tools/SELPA-District-School Admin. Under the same tab in SIRAS, add Progress Report dates for the 2019-2020 school year, using the regular district report card dates. If there are different reporting periods within your district, narrow your focus using the school house icon to the specific school with different dates. Utilize the "Description" column to name each reporting period (e.g. quarter, trimester, semester, P1, Progress Report 1).

- **Staff Changes/SIRAS Accounts**
  If a SIRAS user has left your district, reassign the students to another service provider and block access to the SIRAS account. If your district has a new staff member who previously worked in our SELPA, the students from their previous caseload will need to be reassigned and inactive students removed before you add access to your district.

- **Upcoming SIRAS Trainings**
  CDE-SIRAS API Training is scheduled for Friday, August 9th from 10:00am-2:00pm. Contact Ana Teran to register.
  Getting Started in SIRAS for CALPADS staff is scheduled for August 9th from 8:30-9:30. Registration is open on the SELPA website.
  SIRAS for Advanced Users: Training for Trainers is scheduled for August 14th (a.m. and p.m. sessions available). Registration is open on the SELPA website.
  Beginner and *Intermediate for New Teachers/Case Managers* are scheduled in September and October. Registration is open on the SELPA website.
  SAVE the DATE. The Fall C*ASEMIS staff meeting* is scheduled for Monday, September 16 8:30-3:00. Registration is open on the SELPA website.